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21 February 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus  
FROM: Chief, FBIS  
SUBJECT: Letter of Instruction - Part 1

GENERAL

1. [redacted], Liaison Officer, departed 30 January on a field inspection trip to include the West Coast and Far Eastern Bureaus. He will study all aspects of bureau operations, but will pay particular attention to the services rendered to field consumers. He will conduct a requirements review with the recipients of these services at Honolulu, Tokyo, Hokkaido, Seoul, Okinawa, Taipei, Hong Kong and Saigon. STAT
2. A revision of the GLOSSARY OF SOVIET TERMINOLOGY has been drawn up by [redacted] of the West Coast Bureau and reproduced in 500 copies. It has received wide distribution among government organizations. Copies are now being disseminated to the field. STAT
3. During the reporting period FBIS received an additional requirement for two complete sets of the Economic Abstract cards. This information is included here to emphasize to those bureaus whose collection of economic materials constitutes a major effort that economic information continues to play a particularly important role in the official community.
4. The attached report on "The Course of De-Stalinization in Soviet Domestic Propaganda Through June 1956" may be of interest to monitors and editors as an example of a special service to consumers incorporating both press and radio material sent in from the field. The report was prepared for inclusion in a USIA publication. It is intended as a case study in the workings of the Soviet propaganda apparatus in its effort to tear down the Stalin idol that the propaganda itself had helped to create.
5. A weekly Middle East Roundup was included in the Western Europe and Near East Daily Report beginning with the 30 January issue. This service was initiated at the request of several major Daily Report consumers

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6. Construction:

The final phase of the Okinawa housing construction program is approximately 86% complete.

EDITORIAL

1. General

a. Field bureau editors should be cautioned against filing items as briefs simply because they are relatively short. Items of general interest and significance, regardless of length, should not be filed as briefs. Examples noted during the past month include: the Indonesian Government's stand on Yemen, North Korean Party greetings to the Polish Party, conclusion of a CPR-Bulgarian trade agreement and the Japanese Cabinet's approval of the first of two supplementary budgets.

b. Bureaus are reminded to send in the weekly roundup of cabinet and diplomatic changes monitored,  16 December 1955.

STAT

2. London

a. Prompt and complete filing of the Polish election returns was appreciated and USIA congratulated FBID on its performance. Tabulation of voting statistics in the official communique would have facilitated Daily Report and wire handling. With reference to the PAP list of newly elected deputies, it is suggested that in the future, names of minor or new officials be repeated in final copy since spellings cannot be verified here.

The Bureau is also to be commended for its treatment of the USSR 1956 State Plan results.

b. Editors are requested to separate USSR briefs into "National" and "International" categories, depending on content, rather than "Press" and "Voice", since there is no longer any restriction on the use of TASS copy in the White Book. In this connection, editors are reminded that "Moscow" is part of the logograph in TASS briefs.

3. Mediterranean Bureau

a. Some recent instances have been noted of the use of the "Summary with Quotations" when the material filed should have been

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texted. In some cases, obvious filler statements have been quoted while passages concerning the main themes have been summarized. This practice reduces the utility of such material to the Daily Report and renders its use difficult in reaction reports and the weekly Middle East Review.

4. German Bureau

a. The bureau is to be commended for its excellent and rapid processing of Brentano's foreign policy statement, the reports of the Bundestag foreign policy debate, and the press scrutiny version of Ulbricht's report to the 30th SED Plenum.

5. Tokyo Bureau

a. Editors are reminded again that in all adjectival usage "Japanese" is the only acceptable form, for example, the "Japanese budget" and not the "Japan budget."

b. KYODO material, although replete with superfluous wordage and awkward, ungrammatical construction, is not being summarized as per instructions in the November 20, 1956 Letter of Instruction. This material demands radical excerpting or summarizing in the editorial process.

c. Other suggestions: Such terms as "concretize" and "finalize" as well as "anti-air base expansion struggle" and "strike the iron while it is hot" should be avoided. "Shimbun" is superfluous except in connection with names of towns as in TOKYO SHIMBUN. Latin prefixes should not be hyphenated unless followed by capital letters or when failure to hyphenate would result in awkward combinations. See 1953 GPO Style Manual. Use the form "billion" rather than "one thousand million" unless there is a possible ambiguity which cannot be resolved, in which case an Editor's note should explain the circumstances. Although paragraphs should conform to thought content wherever possible, FBID style calls for paragraphs of about nine lines. Some items from the bureau contain almost as many paragraphs as lines.

6. Okinawa Bureau

a. Bureau coverage of the Sumatra regional stations at Medan, Palembang, and Bukittingi provided valuable copy during the recent rebellion.

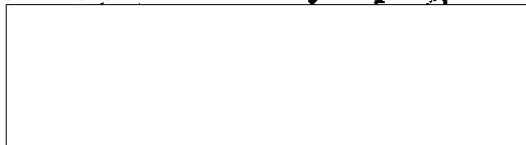
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7. Saigon Bureau

a. The Bureau deserves recognition for its extensive filing of the valuable and difficult ideological material from NHAN VAN; virtually all of which was published in the Daily Report.



ROGER G. SEELY

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Attachment:  
Report

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